

DEPARTMENT OF THE ARMY  
Corps of Engineers, Northwestern Division  
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CENWD-HR  
Memorandum  
No. 690-1-672

15 July 2002

Civilian Personnel  
INCENTIVE AWARDS

**History.** This issue publishes a revision of this publication and changes the publication type number to reflect the restructuring of the Northwestern Division Headquarters. The changes have been **bolded** for ease of identification.

**Summary.** This memorandum on the Incentive Awards Program has been revised to include information on the new Modern system and changes in percentage amounts for various awards.

1. PURPOSE. The purpose of this memorandum is to prescribe procedures for recognizing Headquarters, **Northwestern** Division (**HQNWD**) employees through incentive awards. The **Northwestern** Division is committed to achieving our mission and to fostering our vision by recognizing excellence in our civilian members and motivating them to the highest levels of performance and service. The Incentive Awards Program is administered by commanders, managers and supervisors on the basis of merit without regard to age, sex, race, color, religion, national origin or physical or mental handicap.
2. APPLICABILITY. This memorandum is applicable to all employees of Headquarters, **Northwestern** Division (**HQNWD**).
3. REFERENCE. Related publications are listed below.
  - a. AR 672-20 (Incentive Awards).
  - b. AR 690-950 (Career Management) Ch 3, Career Intern Program.
  - c. DA Pamphlet 672-20 (Incentive Awards Handbook).
  - d. **ER 672-1-18 (Incentive Awards).**
4. AUTHORITY TO APPROVE CASH AWARDS. Directors and Office Chiefs may approve awards up to **\$5,000**. **The Division Commander may approve awards up to \$8,000.** The approving official must be at least one level above the nominating official (i.e., a nomination by a Director or Office Chief must be approved by the Commander or Deputy Commander).

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\*This memorandum supersedes NPDOM 690-1-672, 10 February 1995.

**All cash awards will be processed by completing a Request for Personnel Action (RPA). The RPA must be prepared in accordance with the servicing Civilian Personnel Advisory Center (CPAC) (Portland or Omaha) guidance on preparing awards in Modern Defense Civilian Personnel Data System (DCPDS). Monetary awards for performance, special act and on the spot are coded as individual cash awards. Quality Step Increase awards are coded as a salary change.**

**5. BUDGETING FOR AWARDS. One and one half percent of aggregate base payroll will normally be budgeted for awards. This overall budget should be considered when nominating employees for any cash award.**

**6. PERFORMANCE AWARDS.** A Performance Award consists of a monetary award and **an optional** DA Form 2443 (Commendation Certificate) given in recognition of high-level performance for a specific rating period. Employees **must** earn Performance Awards. Organizational accomplishments, including the employee's overall contributions to mission accomplishment, are to be the major consideration when recommending or approving Performance Awards.

a. Eligibility.

(1) Employees with Successful Level 2 or above rating of record for the most recent rating period may receive this award.

(2) Employees who exceed the minimum requirements for a Successful Level 3 rating of record for the most recent rating period, may receive a Performance Award.

b. Nominating Procedures.

(1) Nominations and approvals of performance-based awards are documented in part III of the Civilian Evaluation Report Forms, DA Forms 7222 and 7223. The Rater nominates the Ratee for a Performance Award by making an extra copy of Page 1 of the Evaluation Report Form with parts I, II, IV and V completed, completing part III on the copy and submitting it with the Evaluation Report through the rating chain to the awards approver. No award information is contained on the original (employee) or official record copy of the completed Evaluation Report.

(2) The Rater completes the proposed percent of salary and/or proposed dollar amount. The awards approver either approves or modifies the award by signing part III or disapproves. If he/she disapproves the award, the nomination should be returned (with verbal or written explanation) through the rating chain to the Rater.

(3) Documentation for this award will consist of:

(a) A current annual performance rating of Successful Level 3 or above which shows how employee exceeded the performance standards.

(b) A proposed certificate citation (**optional**). One paragraph of 50 to 60 words including the name, title, place of employment and period of time covered by the award. The citation should highlight the nominee's specific achievement. Do not use abbreviations.

c. Approval Authority. The approving official must be at least one level above the nominating official (i.e., a nomination by a Director or Office Chief must be approved by the Commander or Deputy Commander). When the Commander is the rating supervisor, higher approval of the award is not required (unless the dollar amount of the award exceeds the Commander's authority).

d. Amount of Award. **Request for Personnel Action (RPA) must be prepared and annotated in accordance with the servicing Civilian Personnel Advisory Center (CPAC) guidance on preparing awards in Modern DCPDS.**

(1) **If a Performance Award is considered appropriate, the amount** will be computed as a percentage of pay with a maximum award of 10% of employee's rate of basic pay.

(2) Unusually exceptional employees may receive awards up to 20% if approved by the Commander, USACE. Unusually exceptional performance surpasses the normal requirements for the Successful Level 1 rating and should be fully documented. For example, an unusually exceptional employee's contribution to mission accomplishment or organizational effectiveness would be easily identified, documentable and clearly superior to others rated exceptional.

(3) Senior raters should ensure that, within the same organizational element, employees at the same grade level rated Successful Level 1 should receive larger dollar awards than employees rated Successful Level 2, and employees rated Successful Level 2 should receive larger dollar awards than employees rated Successful Level 3. An employee promoted within 12 months prior to the end of the rating period need not receive a larger dollar award than employees at the same grade level who have lower ratings.

e. Program Guidance.

(1) Employees will not be nominated automatically for the Performance Award based on their annual rating. The Performance Award should be used both to reward past performance and as an incentive to stimulate future high-level performance of the awardee and his or her peers.

(2) Organizational accomplishments, including the employee's overall contribution to mission accomplishment, should be major considerations when recommending/approving performance awards for individual employees.

(3) An employee should NEVER be informed that he or she is under consideration for, or has been nominated for, a Performance Award. Such an action may create a serious morale problem if the award is not eventually approved.

(4) The Special Act or Service Award, rather than the Performance Award, is used to recognize special one-time individual contributions or achievements resulting from short periods of service in which tangible or intangible benefits are identified. See paragraph 9.

(5) Nominations for a Performance Award are not appropriate when:

(a) An employee is not ratable in the current job.

(b) Prompted by the impending departure of a supervisor or an employee; or

(c) Prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap); or

(d) An employee has received a previous Performance Award based in whole or in part on the performance currently being recommended for recognition.

(e) An employee is serving as an intern.

(6) Receipt of one or more awards for a suggestion, invention, scientific achievement or a special act or service during a period of high level performance does not prevent the receipt of a Performance Award unless the nomination for the Performance Award is based on the same accomplishment(s) for which the previous award(s) was granted.

7. QUALITY STEP INCREASES. A Quality Step Increase (QSI) consists of an additional within-grade pay increase and a DA Form 2443, given in recognition of exceptional performance.

a. Eligibility.

(1) GS employees with a Successful Level 1 rating of record for the current rating period are eligible.

(2) An employee may not receive more than one QSI in any 52 week period.

(3) An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition.

b. Nominating Procedures.

(1) The Rater nominates the Ratee for a QSI by making an extra copy of Page 1 of the Evaluation Report Form with parts I, II, IV and V completed, completing part III on the copy and submitting it with the Evaluation Report through the rating chain to the awards approver. No award information is contained on the original (employee) or official record copy of the completed Evaluation Report.

(2) The Rater provides the current grade and the step to which the Ratee will progress in part III; the approver concurs by signing and dating.

(3) Documentation for the QSI will include the following:

(a) A current Successful Level 1 performance appraisal.

(b) A proposed citation of six to eight typed lines.

c. Program Guidance.

(1) A QSI may not be granted unless, at the time it becomes effective, the employee is expected to remain at least 60 days in the same organization in the same or similar position at the same grade level.

(2) A QSI is not appropriate when the employee:

(a) Is nearing retirement;

(b) Is about to receive, or just received a promotion (other than as a result of a classification action);

(c) Has received a previous monetary award based in whole or in part on the period of service currently being recommended for recognition.

(3) The QSI will not change the effective date of the employee's normal within-grade pay increase; however, if a QSI places an employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting period schedule prescribed by Section 5335 (a) of Title 5, United States Code. Simply stated, if an employee is presently at Step 3 or Step 6, a QSI will extend the waiting period by one year.

d. Budgeting for QSI. When compiling annual budget, consideration should be given to past use of QSIs. A full step increase should be applied for each QSI projected.

e. Approval Authority. The approving official must be at least one level above the nominating official (i.e., a nomination by a Director or Office Chief must be approved by the Commander or Deputy Commander). This authority may be redelegated to the level at which comparable authority lies for significant personnel management actions and effective control can be exercised. When the Commander is the rating supervisor, higher approval of the award is not required.

#### 8. TIME OFF AWARDS (TOAs).

a. General. Employees may be granted up to 80 hours of time off during a leave year without charge to leave or loss of pay as an award for achievements or performance contributing to the Army mission. Contributions must directly support the Army mission and result in benefits to the Government. The extent of the contribution to the Army mission will be considered when determining the amount of time off that is approved.

(1) TOAs may be granted in amounts up to 40 hours for a single contribution, but in no less than one hour increments. When the award is more than one day, the TOA scale (Appendix A) will be used as a guideline to determine the amount of time off. The TOA must be scheduled and used within one (1) year after approval. TOAs do not convert to cash payment under any circumstances.

(2) In the case of part-time employees or employees with uncommon tours of duty, the maximum time off during the leave year will be the average number of work hours in the employee's biweekly scheduled tour of duty. The maximum time off granted for a single contribution for part-time or uncommon tour employees will be one half the maximum amount of time that could be granted in the leave year for the employee.

b. Nomination Procedures.

(1) When the TOA is based on a special or one-time achievement, the amount of time off is determined by using the scale at Appendix A. An employee's supervisor or any individual (in coordination with the supervisor) having direct knowledge of an act, service, scientific or other achievement may initiate an award nomination. **Request for Personnel Action (RPA) must be prepared and annotated in accordance with the servicing Civilian Personnel Advisory Center (CPAC) guidance on preparing awards in Modern DCPDS.**

(2) Prepare a justification describing the employee's achievement and resulting benefits on a separate sheet.

(3) When the TOA is based on the employee's annual performance rating, the award is documented in part III of the Civilian Evaluation Report, DA Forms 7222 or 7223, as appropriate.

c. Approval Authority. Awards must be approved at one supervisory level above the nominating supervisor.

9. SPECIAL ACT OR SERVICE AWARDS.

a. General. A Special Act or Service Award is a cash award along with a DA Form 2443 given to recognize a meritorious personal effort, act, service, scientific or other achievement accomplished within or outside assigned job responsibilities. All appropriated fund employees are eligible for this award.

(1) The act, service, or achievement must result in either tangible or intangible benefits to the Government and may involve more than one employee (Special Act Group (SAG) Award). This award may be given whenever benefits are identified. Awards range from **\$50 to \$50,000**, depending on the achievement being recognized. The attached charts, Appendix B and C, may be used to determine the award amount.

(2) The Special Act or Service Award is particularly appropriate to recognize short term accomplishments.

- (a) In a regularly assigned position;
- (b) During a detail;
- (c) At the conclusion of a successful special project; or

(d) At other times when performance or honorary awards are not appropriate.

(3) This award is also appropriate for recognition of employee improvements resulting in tangible or intangible benefits that cannot be recognized under the Army Ideas for Excellence Program.

(4) When an award is made for a special achievement accomplished within job responsibilities, the act or service must significantly exceed normal expectations.

(5) The special achievement to be recognized must not have served either entirely or in part as the basis for a previous cash award.

(6) This award is not to be used as a substitute for other personnel actions, pay entitlement, or other forms of recognition.

b. Nominating Procedures.

(1) An employee's supervisor or any individual (in coordination with the supervisor) having direct knowledge of an act, service, scientific or other achievement may initiate an award nomination. **Request for Personnel Action (RPA) must be prepared and annotated in accordance with the servicing Civilian Personnel Advisory Center (CPAC) guidance on preparing awards in Modern DCPDS. Supervisors are responsible for maintaining appropriate documentation on approved award.**

(2) When the recommendation is based on measurable tangible benefits, the supporting data will show in detail how these benefits were computed. Recommendations based on intangible benefits will identify the value of benefits and extent of application appropriate for the achievement to be recognized, using Appendix C.

c. Group Awards. **Team awards for accomplishments that have cash awards for Special Act** or Service Awards submitted for two or more eligible persons will be paid as follows:

(1) If the members of the group have participated on an equal basis, each member will receive an equal share of the total award.

(2) If the degree of contribution differs materially, each member will receive a share of the total group award in proportion to his/her contribution. The management official most knowledgeable of the relative contributions of each nominee will make this determination, describing the different levels of participation in the award nomination.



**(3) Request for Personnel Action (RPA) must be prepared and annotated in accordance with the servicing Civilian Personnel Advisory Center (CPAC) guidance on preparing awards in Modern DCPDS.**

d. Approval Authority. The approving official must be at least one level above the nominating official (i.e., a nomination by a Director or Office Chief must be approved by the Commander or Deputy Commander).

10. ON-THE-SPOT CASH AWARDS.

a. The On-the-Spot (OTS) Cash Award is a small cash Special Act or Service Award **(\$50 to \$500)** which may be given by a supervisor for day-to-day work-site accomplishments of subordinate individual employees. It should not be used as a Special Act Group (SAG) Award. Examples of achievements warranting the OTS include the following:

(1) Streamlining, eliminating, or modifying an office or operating procedure to improve effectiveness, efficiency, or timeliness. Examples are:

(a) Eliminating an internal reporting requirement which, overtime, has eroded in value.

(b) Consolidating internal reporting requirements so that the same data are not asked for in several different formats.

(2) Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements. Examples are:

(a) Completion of a special report or briefing;

(b) Rapid completion of information to support budget requests; or

(c) Completion of a special, short suspense project that contributes to the mission of the organization, including scientific, technical, trades, craft, building, and maintenance projects.

(d) Attaining Professional Engineer Registration (PE). The approval of a cash award to an individual solely because he/she has passed a professional registration examination is not within the intent and purpose of the Federal Incentive Awards Program. However, professional registration enhances the personal and professional esteem of individuals in that it is evidence of the degree to which they have developed their skills and competence in their chosen occupation. In order to justify an incentive award the skills and competence must then be transmuted into performance or ideas from which the organization (and thus the Government) will derive material improvement or advantage. The supervisor's justification must reflect (how) the Registration resulted in "day-to-day work site accomplishments".

(3) Implementing a program to improve employee morale or productivity. Examples are:

(a) Setting up briefings for clerical and other support personnel on new projects assigned to the organization; or

(b) Effectively encouraging employee use of the Army Ideas for Excellence Program.

b. Nomination Procedures.

**(1) Request for Personnel Action (RPA) must be prepared and annotated in accordance with the servicing Civilian Personnel Advisory Center (CPAC) guidance on preparing awards in Modern DCPDS.**

(2) Prepare a short justification which indicates the achievement; states, clearly, how the achievement was above and beyond the employee's normal duty requirements.

(3) An employee's supervisor or any individual (in coordination with the supervisor) having direct knowledge of an act, service, scientific or other achievement may initiate an award nomination. Nominations should be submitted within 30 calendar days after the act, service, or achievement to be recognized has been completed.

c. Approval Authority. **The OTS cash award may be given by a supervisor and does not require a second level of approval. Processing of the OTS award will be accomplished as expeditiously as possible.**

11. **ACCOUNTING PROCEDURES.** All monetary awards must have a funded PR&C completed prior to submission of the RPA to the servicing CPAC. This funded PR&C will be annotated on the RPA in accordance with the servicing CPAC instructions.

12. **HONORARY AWARDS.** Honorary awards are given to civilian employees in recognition of outstanding achievements or contributions. An honorary award may be given in addition to or independently of a cash award. For example, an honorary award is particularly appropriate in recognition of continued distinguished service, a singular achievement, or an act of personal heroism. Honorary awards, however, are not intended to serve as a substitute for deserved monetary awards.

a. There are five broad categories of honorary awards:

(1) Federal (e.g., President's Award for Distinguished Federal Civilian Service, Presidential Management Improvement Award)

(2) Department of Defense (Distinguished Civilian Service Award)

(3) Department of Army (e.g., Decoration for Exceptional Civilian Service, Meritorious Civilian Service Award, Superior Civilian Service Award, Commander's Award, Achievement Medal for Civilian Service)

(4) Corps of Engineers

(5) Non-Federal (e.g., Rockefeller Public Service Award, Arthur S. Flemming Award)

b. The chart in Appendix D includes the title, eligibility requirements, approval authority, as well as tentative suspense date for most Department of Army honorary awards. **You may access this calendar at <http://www.hq.usace.army.mil/cehr/mainhr.htm>.** At Appendix E is an Awards Hierarchy and Approval Levels Chart. Further information concerning these and other honorary awards, Public Service Awards, and Non-Federal Awards, is available at <http://www.cpol.army.mil>.

13. **GALLERY OF DISTINGUISHED CIVILIAN EMPLOYEES.**

a. The Corps of Engineers recognizes retired or deceased employees who have rendered distinguished and exceptional service by placing their photographic portraits in a "Gallery of Distinguished Civilian Employees." **HQNWD** acknowledges retirees **every** year. The Gallery will be located in a prominent place in the Division Office. The following criteria will be observed in nominating and considering candidates:

(1) Accomplished assigned duties in such a manner as to have been clearly exceptional and preeminent among all who have performed like or similar duties.

(2) Developed and/or improved methods and procedures that produced extraordinary benefits for the Corps of Engineers.

(3) Contributed substantially to the reputation and honor of the Corps of Engineers.

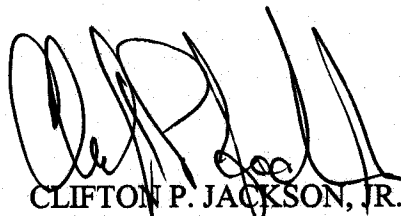
(4) Performed loyally and faithfully throughout the period of service.

(5) Completed 30 or more years of Federal service, including military, 20 years of which was as a civilian employee of the Corps of Engineers. Candidate must have retired or died a minimum of 2 years prior to 1 March of the year in which nominated.

b. Waiver of the above criteria is subject to the approval of the Division Commander. **The Incentive Awards Committee, prior to 1 April will solicit nominations from the workforce.** Nomination format is at Appendix F.

c. **The Incentive Awards Committee** will be convened to review nominations and submit a single recommendation to the Division Commander.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.  
Executive Assistant

6 Appendices

App A - Time Off Awards Scale

App B - Awards Based on  
Tangible Benefits

App C - Awards Based on  
Intangible Benefits

App D - Calendar of Annual Awards

App E - Awards Hierarchy and Approval

App F - Nomination for Gallery of Distinguished Civilian Employees

DISTRIBUTION:

HQNWD - All Supervisors

2 Each District

## APPENDIX A

### TIME OFF AWARDS SCALE

| TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION   |                 |
|---|-----------------|
| Value to Organization   | Number of Hours |
| <b>Moderate:</b>  | 1 to 10         |
| (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. |                 |
| (2) Beneficial change or modification of operating principles of procedures.  |                 |
| <b>Substantial:</b>   | 11 to 20        |
| (1) An important contribution to the value of a product, activity, program, or service to the public.                                   |                 |
| (2) Significant change or modification of operating principles or procedures.   |                 |
| <b>High:</b>  | 21 to 30        |
| (1) A highly significant contribution to the value of a product activity, program, or service to the public.                            |                 |
| (2) Complete revision of operating principle or procedures, with considerable impact.   |                 |
| <b>Exceptional:</b>   | 31 to 40        |
| (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.                          |                 |
| (2) Initiation of a new principle or major procedure, with significant impact.  |                 |

## APPENDIX B

(Table taken from AR 672-20)

| Estimated First-Year Benefits to Government | Amount of Award  |
|---|--|
| Up to \$10,000.....                         | 10 percent of benefits   |
| \$10,001 - \$100,000.....                   | \$1,000 for the first \$10,000, plus 3 percent of the benefits over \$10,000   |
| \$100,001 or more.....                      | \$3,700 for the first \$100,000 plus .5 percent of the benefits over \$100,000 |

## QUICK GUIDE FOR CALCULATING AWARDS BASED ON TANGIBLE BENEFITS

| BENEFITS       | AWARD | BENEFITS | AWARD | BENEFITS | AWARD | BENEFITS  | AWARD   | BENEFITS   | AWARD    |
|----------------|-------|----------|-------|----------|-------|-----------|---------|--|----------|
| Up to \$10,000 | 10%   | 50,000   | 2,200 | 90,000   | 3,400 | 170,000   | 4,050   | 1,800,000  | 12,200*  |
| 11,000         | 1,030 | 51,000   | 2,230 | 91,000   | 3,430 | 175,000   | 4,075   | 1,900,000  | 12,700*  |
| 12,000         | 1,060 | 52,000   | 2,260 | 92,000   | 3,460 | 180,000   | 4,100   | 2,000,000  | 13,200*  |
| 13,000         | 1,090 | 53,000   | 2,290 | 93,000   | 3,490 | 185,000   | 4,125   | 2,100,000  | 13,700*  |
| 14,000         | 1,120 | 54,000   | 2,320 | 94,000   | 3,520 | 190,000   | 4,150   | 2,200,000  | 14,200*  |
| 15,000         | 1,150 | 55,000   | 2,350 | 95,000   | 3,550 | 195,000   | 4,175   | 2,300,000  | 14,700*  |
| 16,000         | 1,180 | 56,000   | 2,380 | 96,000   | 3,580 | 200,000   | 4,200   | 2,400,000  | 15,200*  |
| 17,000         | 1,210 | 57,000   | 2,410 | 97,000   | 3,610 | 225,000   | 4,325   | 2,500,000  | 15,700*  |
| 18,000         | 1,240 | 58,000   | 2,440 | 98,000   | 3,640 | 250,000   | 4,450   | 2,600,000  | 16,200*  |
| 19,000         | 1,270 | 59,000   | 2,470 | 99,000   | 3,670 | 275,000   | 4,575   | 2,700,000  | 16,700*  |
| 20,000         | 1,300 | 60,000   | 2,500 | 100,000  | 3,700 | 300,000   | 4,700   | 2,800,000  | 17,200*  |
| 21,000         | 1,330 | 61,000   | 2,530 | 101,000  | 3,705 | 325,000   | 4,825   | 2,900,000  | 17,700*  |
| 22,000         | 1,360 | 62,000   | 2,560 | 102,000  | 3,710 | 350,000   | 4,950   | 3,000,000  | 18,200*  |
| 23,000         | 1,390 | 63,000   | 2,590 | 103,000  | 3,715 | 375,000   | 5,075   | 3,100,000  | 18,700*  |
| 24,000         | 1,420 | 64,000   | 2,620 | 104,000  | 3,720 | 400,000   | 5,200   | 3,200,000  | 19,200*  |
| 25,000         | 1,450 | 65,000   | 2,650 | 105,000  | 3,725 | 425,000   | 5,325   | 3,300,000  | 19,700*  |
| 26,000         | 1,480 | 66,000   | 2,680 | 106,000  | 3,730 | 450,000   | 5,450   | 3,400,000  | 20,200*  |
| 27,000         | 1,510 | 67,000   | 2,710 | 107,000  | 3,735 | 475,000   | 5,575   | 3,500,000  | 20,700*  |
| 28,000         | 1,540 | 68,000   | 2,740 | 108,000  | 3,740 | 500,000   | 5,700   | 3,600,000  | 21,200*  |
| 29,000         | 1,570 | 69,000   | 2,770 | 109,000  | 3,745 | 550,000   | 5,950   | 3,700,000  | 21,700*  |
| 30,000         | 1,600 | 70,000   | 2,800 | 110,000  | 3,750 | 600,000   | 6,200   | 3,800,000  | 22,200*  |
| 31,000         | 1,630 | 71,000   | 2,830 | 111,000  | 3,755 | 650,000   | 6,450   | 3,900,000  | 22,700*  |
| 32,000         | 1,660 | 72,000   | 2,860 | 112,000  | 3,760 | 700,000   | 6,700   | 4,000,000  | 23,200*  |
| 33,000         | 1,690 | 73,000   | 2,890 | 113,000  | 3,765 | 750,000   | 6,950   | 4,100,000  | 23,700*  |
| 34,000         | 1,720 | 74,000   | 2,920 | 114,000  | 3,770 | 800,000   | 7,200   | 4,200,000  | 24,200*  |
| 35,000         | 1,750 | 75,000   | 2,950 | 115,000  | 3,775 | 850,000   | 7,450   | 4,300,000  | 24,700*  |
| 36,000         | 1,780 | 76,000   | 2,980 | 116,000  | 3,780 | 900,000   | 7,700   | 4,360,000  | 25,000** |
| 37,000         | 1,810 | 77,000   | 3,010 | 117,000  | 3,785 | 950,000   | 7,950   | *Awards over \$10,000<br>require the approval<br>of the Office of<br>Personnel Management  |          |
| 38,000         | 1,840 | 78,000   | 3,040 | 118,000  | 3,790 | 1,000,000 | 8,200   |  |          |
| 39,000         | 1,870 | 79,000   | 3,070 | 119,000  | 3,795 | 1,050,000 | 8,450   |  |          |
| 40,000         | 1,900 | 80,000   | 3,100 | 120,000  | 3,800 | 1,100,000 | 8,700   |  |          |
| 41,000         | 1,930 | 81,000   | 3,130 | 125,000  | 3,825 | 1,150,000 | 8,950   | **Maximum award<br>authorized by the<br>Office of Personnel<br>Management. A<br>presidential Award<br>of up to \$10,000<br>may be paid in<br>addition to the \$25,000. |          |
| 42,000         | 1,960 | 82,000   | 3,160 | 130,000  | 3,850 | 1,200,000 | 9,200   |  |          |
| 43,000         | 1,990 | 83,000   | 3,190 | 135,000  | 3,850 | 1,250,000 | 9,450   |  |          |
| 44,000         | 2,020 | 84,000   | 3,220 | 140,000  | 3,900 | 1,300,000 | 9,700   |  |          |
| 45,000         | 2,050 | 85,000   | 3,250 | 145,000  | 3,925 | 1,350,000 | 9,950   |  |          |
| 46,000         | 2,080 | 86,000   | 3,280 | 150,000  | 3,950 | 1,400,000 | 10,200* |  |          |
| 47,000         | 2,110 | 87,000   | 3,310 | 155,000  | 3,975 | 1,500,000 | 10,700* |  |          |
| 48,000         | 2,140 | 88,000   | 3,340 | 160,000  | 4,000 | 1,600,000 | 11,200* |  |          |
| 49,000         | 2,170 | 89,000   | 3,370 | 165,000  | 4,025 | 1,700,000 | 11,700* |  |          |

APPENDIX C

SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS

| Value of Benefit  | Extent of Application   |  |  |  |
|---|---|--|--|--|
|   | Limited/District  | Extended/NWD   | Broad/OCE  | General/DA   |
|   | Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.<br><br>Affects a small area of science or technology. | Affects functions, mission, or personnel of several offices, facilities or installations.<br><br>Affects an important area of science or technology. | Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.<br><br>Affects a broad area of science or technology. | Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond. |
| <b>MODERATE VALUE</b><br>Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public. | \$25-100<br>(COMPARE w/\$250-1000 TANGIBLE BENEFITS)  | \$100-250<br>(COMPARE w/\$1,000-2,500 TANGIBLE BENEFITS)   | \$250-500  | \$500-1,000  |
| <b>SUBSTANTIAL VALUE</b><br>Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.   | \$100-250 (COMPARE w/\$1,000-2,500 TANGIBLE BENEFITS)   | \$250-500<br>(COMPARE w/\$2,500-5,000 TANGIBLE BENEFITS)   | \$500-1,000<br>(COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)  | \$1,000-2,500  |
| <b>HIGH VALUE</b><br>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.   | \$250-500   | \$500-1,000<br>(COMPARE w/\$5,000-10,000 TANGIBLE BENEFITS)  | \$1,000-2,500<br>(COMPARE w/\$10,000-60,000 TANGIBLE BENEFITS)   | \$2,500-5,000<br>(COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)  |
| <b>EXCEPTIONAL VALUE</b><br>Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.   | \$500-1,000   | \$1,000-2,500  | \$2,500-5,000<br>(COMPARE w/\$60,000-360,000 TANGIBLE BENEFITS)  | \$5,000-10,000<br>(COMPARE w/\$360,000-1,360,000 TANGIBLE BENEFITS)  |

APPENDIX D

CALENDAR OF ANNUAL AWARDS  
USACE ANNUAL AWARDS CALENDAR

| <b>DUE DATE *</b>  | <b>AWARD</b>                                      | <b>ELIGIBILITY</b>   | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b> | <b>POC INFO</b>                         |
|--|---|--|--|-------------------------------|---|
| ALL YEAR   | DECORATION FOR<br>EXCEPTIONAL<br>CIVILIAN SERVICE | CIVILIAN<br>EMPLOYEES  | SEC ARMY                               | CEHR-D                        | NANCY<br>STRAGAND<br>(202)761-0400      |
| ASSIGNED BY<br>HQDA  | NAACP ROY WILKINS<br>MERITORIOUS<br>SERVICE AWARD | MILITARY<br>PERSONNEL WHO<br>CONTRIBUTED TO<br>EQUAL<br>OPPORTUNITY IN<br>THE SERVICES<br>AND/OR NEARBY<br>CIVILIAN<br>COMMUNITIES | HQDA                                   | CEHR-M                        |   |
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | SPIRIT OF<br>ARROWHEAD AWARD                      | USACE CIVILIAN<br>ATTORNEYS WHO<br>MANAGE A MSC,<br>DISTRICT, CENTER,<br>LAB OR FOA<br>OFFICE OF<br>COUNSEL                        | HQUSACE                                | CECC-ZB                       | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | GEORGE WOLFE<br>KOONCE AWARD                      | USACE<br>ATTORNEYS   | HQUSACE                                | CECC-ZB                       | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | JOSEPH W. KIMBEL<br>AWARD                         | USACE<br>ATTORNEYS   | HQUSACE                                | CECC-ZB                       | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| AT SOLE<br>DISCRETION<br>OF USACE<br>CHIEF<br>COUNSEL                | E. MANNING SELTZER<br>AWARD                       | USACE<br>ATTORNEYS   | HQUSACE                                | CECC-ZB                       | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| AT SOLE<br>DISCRETION<br>OF USACE<br>CHIEF<br>COUNSEL                | KEYSTONE AWARD                                    | USACE LEGAL<br>SERVICES<br>COMMUNITY   | HQUSACE                                | CECC-ZB                       | JANNETTE<br>MANWILLER<br>(202) 761-8562 |



| <b>DUE DATE *</b>  | <b>AWARD</b>  | <b>ELIGIBILITY</b>   | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b>                           | <b>POC INFO</b>                         |
|--|---|--|--|---|---|
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | RAMON J. POWELL<br>LEGAL SCHOLARSHIP<br>AWARD                         | USACE<br>ATTORNEYS   | HQUSACE                                | CECC-ZB   | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | DISPUTE AVOIDANCE<br>AND RESOLUTION<br>AWARD                          | USACE CIVILIAN<br>AND MILITARY<br>TEAM MEMBERS   | HQUSACE                                | CECC-ZB   | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| NLT 45 DAYS<br>PRIOR TO THE<br>USACE LEGAL<br>SERVICES<br>CONFERENCE | BERT PEITINATO<br>PRIDE IN PUBLIC<br>SERVICE AWARD                    | USACE LEGAL<br>SERVICES<br>COMMUNITY   | HQUSACE                                | CECC-ZB   | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| AT SOLE<br>DISCRETION<br>OF USACE<br>CHIEF<br>COUNSEL                | COMMITMENT TO<br>EXCELLENCE AWARD                                     | USACE LEGAL<br>SERVICES<br>COMMUNITY   | HQUSACE                                | CECC-ZB   | JANNETTE<br>MANWILLER<br>(202) 761-8562 |
| NLT 60 DAYS<br>PRIOR TO THE<br>USACE PARC<br>CONFERENCE              | USACE COMPETITION<br>ADVOCATE AWARD                                   | USACE CIVILIAN<br>AND MILITARY<br>TEAM MEMBERS IN<br>PROCUREMENT<br>AND<br>CONTRACTING<br>(CP-14 OR FA-97) | HQUSACE                                | CEPR  |   |
| 3 TIMES A<br>YEAR (DATES<br>VARY)                                    | NATIONAL CONTRACT<br>MANAGEMENT<br>ASSOCIATION (NCMA)<br>FELLOW AWARD | NATIONAL<br>CONTRACT<br>MANAGEMENT<br>ASSOCIATION<br>MEMBERS   | NCMA NATIONAL<br>BOARD OF<br>DIRECTORS | NATIONAL OFFICE<br>VIA LOCAL<br>CHAPTER<br>FELLOW CHAIR |   |
| UPON<br>NOTIFICATION<br>OF<br>RETIREMENT                             | WOODROW BERGE<br>DISTINGUISHED<br>SERVICE AWARD                       | REAL ESTATE<br>EMPLOYEES   | HQUSACE                                | CERE  | JOYCE GEBHARDT<br>(202)761-7426         |
| UPON<br>NOTIFICATION<br>OF<br>DEPARTURE<br>FROM USACE                | REAL ESTATE<br>SERVICE AWARD  | REAL ESTATE<br>EMPLOYEES   | HQUSACE                                | CERE  | JOYCE GEBHARDT<br>(202)761-7426         |
| 1 JAN  | ARMY RESEARCH<br>AND DEVELOPMENT<br>ACHIEVEMENT<br>AWARD              | CIVILIAN AND<br>MILITARY LAB<br>EMPLOYEES  | SARD                                   | CERD  | ISABEL SAYERS<br>(202)761-1837          |

| <b>DUE DATE *</b>                                 | <b>AWARD</b>                           | <b>ELIGIBILITY</b>              | <b>APPROVAL LEVEL/ SPONSOR</b>                             | <b>RESPONSIBLE OFFICE</b> | <b>POC INFO</b>              |
|---|--|---------------------------------|--|---------------------------|------------------------------|
| 1 JAN   | ORGANIZATION/ LAB OF THE YEAR AWARD    | USACE LABS                      | SARD   | CERD                      | ISABEL SAYERS (202)761-1837  |
| 1 JAN   | MEDIA AWARDS PROGRAM                   | GOVERNMENT AGENCIES             | PRESIDENT'S COMMITTEE ON THE EMPLOYMENT OF THE HANDICAPPED | CEPA                      |                              |
| 8 JAN   | JOHN W. MACY JR.                       | CIVILIAN AND MILITARY EMPLOYEES | SEC ARMY   | CEHR-D                    | NANCY STRAGAND (202)761-0400 |
| 8 JAN   | WILLIAM H. KUSHNICK                    | CAREER CIVILIAN EMPLOYEES       | SEC ARMY   | CEHR-D                    | NANCY STRAGAND (202)761-0400 |
| 15 JAN<br>*ALSO AWARDED: 15 APR, 15 JUL OR 15 OCT | WORKFORCE DEVELOPMENT LEADERSHIP AWARD | REAL ESTATE EMPLOYEES           | HQUSACE  | CERE                      | JOYCE GEBHARDT (202)761-7426 |
| 15 JAN<br>*ALSO AWARDED: 15 APR, 15 JUL OR 15 OCT | BIG PICTURE AWARD                      | REAL ESTATE EMPLOYEES           | HQUSACE  | CERE                      | JOYCE GEBHARDT (202)761-7426 |
| 15 JAN<br>*ALSO AWARDED: 15 APR, 15 JUL OR 15 OCT | CUSTOMER SERVICE AWARD                 | REAL ESTATE EMPLOYEES           | HQUSACE  | CERE                      | JOYCE GEBHARDT (202)761-7426 |
| 15 JAN<br>*ALSO AWARDED: 15 APR, 15 JUL OR 15 OCT | TEAM ACHIEVEMENT AWARD                 | REAL ESTATE EMPLOYEES           | HQUSACE  | CERE                      | JOYCE GEBHARDT (202)761-7426 |
| 15 JAN  | LANDSCAPE ARCHITECT OF THE YEAR        | USACE LANDSCAPE ARCHITECTS      | HQUSACE  | CEMP/CECW                 |                              |
| 15 JAN  | USACE ARCHITECT OF THE YEAR            | REGISTERED USACE ARCHITECTS     | HQUSACE  | CEMP/CECW                 |                              |

| <b>DUE DATE *</b>                    | <b>AWARD</b>  | <b>ELIGIBILITY</b>   | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b>    | <b>POC INFO</b>               |
|--------------------------------------|---|--|--|----------------------------------|-------------------------------|
| 20 JAN                               | MERITORIOUS<br>LOGISTICIAN OF THE<br>YEAR AWARD             | USACE LOGISTICS<br>PERSONNEL   | HQUSACE                                | CELD-ZX                          |                               |
| 30 JAN                               | HERBERT A.<br>KASSNER AWARD                                 | USACE COMMAND<br>AND INFORMATION<br>WRITERS, PHOTO-<br>GRAPHERS, AND<br>PUBLICATIONS | HQUSACE                                | CEPA                             |                               |
| 31 JAN<br>BIENNIAL<br>(96, 98, ETC.) | CHIEF OF ENGINEERS<br>DESIGN AND<br>ENVIRONMENTAL<br>AWARD  | USACE ACTIVITIES   | HQUSACE                                | CECW-E/CEMP-E                    |                               |
| 31 JAN                               | CHARLES J. DELANEY<br>MEMORIAL AWARD                        | NATIONAL<br>CONTRACT<br>MANAGEMENT<br>ASSOCIATION<br>(NCMA) MEMBERS                  | NATIONAL PANEL                         | NCMA EXECUTIVE<br>VICE PRESIDENT |                               |
| 31 JAN                               | USACE HARD HAT OF<br>THE YEAR AWARD                         | AREA, RESIDENT,<br>PROJECT OFFICE<br>QUALITY<br>ASSURANCE<br>REPRESENT-<br>ATIVES    | HQUSACE                                | CEMP/CECW                        |                               |
| 31 JAN                               | USACE AWARD FOR<br>CONSTRUCTION<br>MANAGEMENT<br>EXCELLENCE | DISTRICT OR FIELD<br>OFFICE<br>CONSTRUCTION<br>MANAGEMENT<br>PERSONNEL               | HQUSACE                                | CEMP/CECW                        |                               |
| 31 JAN                               | COMMANDER'S<br>EXCEPTIONAL<br>MANAGEMENT<br>AWARD           | USACE, SECURITY,<br>LAW<br>ENFORCEMENT,<br>AND<br>INTELLEGE<br>PERSONNEL             | HQUSACE                                | CECS-OS                          | KEN FLEMING (202)<br>761-6541 |
| 31 JAN                               | SUPERIOR SECURITY<br>MANAGER OF THE<br>YEAR                 | USACE, SECURITY,<br>LAW<br>ENFORCEMENT,<br>AND<br>INTELLEGE<br>PERSONNEL             | HQUSACE                                | CECS-OS                          | KEN FLEMING (202)<br>761-6541 |

| <b>DUE DATE *</b> | <b>AWARD</b>  | <b>ELIGIBILITY</b>   | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b> | <b>POC INFO</b>                  |
|-------------------|---|--|--|-------------------------------|----------------------------------|
| 31 JAN            | OUTSTANDING<br>SECURITY SUPPORT<br>AWARD                              | USACE, SECURITY,<br>LAW<br>ENFORCEMENT,<br>AND<br>INTELLEGEENCE<br>PERSONNEL                                   | HQUSACE                                | CECS-OS                       | KEN FLEMING (202)<br>761-6541    |
| 8 FEB             | OUTSTANDING<br>PLANNING<br>ACHIEVEMENT<br>AWARD                       | USACE CIVIL<br>WORKS PLANNERS  | HQUSACE                                | CECW-PM                       | ZOLTAN MONTVAI<br>(202) 761-4477 |
| 8 FEB             | PLANNING<br>EXCELLENCE AWARD  | USACE CIVILIANS<br>HAVING PLANNING<br>RESPONSIBILITY   | HQUSACE                                | CECW-PM                       | ZOHAN MONTVAI<br>(202) 761-4477  |
| 15 FEB            | USACE SAFETY<br>PERFORMANCE<br>AWARDS FOR<br>GOVERNMENT<br>ACTIVITIES | USACE DIVISIONS  | HQUSACE                                | CESO                          | VICKIE SIEBERT<br>(202) 761-8600 |
| 28 FEB            | PROGRAMMER OF<br>THE YEAR   | ANY USACE<br>EMPLOYEE IN A<br>PROFESSIONAL<br>PROGRAM<br>DEVELOPMENT<br>POSITION                               | HQUSACE                                | CECW                          |                                  |
| 28 FEB            | DOD DISTINGUISHED<br>CIVILIAN SERVICE                                 | DOD CIVILIAN<br>EMPLOYEES  | SEC DEF                                | CEHR-D                        | NANCY STRAGAND<br>(202)761-0400  |
| 1 MAR             | NATIONAL IMAGE,<br>INC. MERITORIOUS<br>SERVICE AWARD                  | MILITARY<br>PERSONNEL WHO<br>HAVE<br>CONTRIBUTED TO<br>INCREASED<br>OPPORTUNITIES<br>FOR HISPANIC<br>AMERICANS | HQDA                                   | CEHR-M                        |                                  |
| 1 MARCH           | LOCKE L. MOUTON<br>AWARD  | SUBORDINATE<br>COMMANDS, LABS,<br>AND CENTERS<br>PUBLIC AFFAIRS<br>SPECIALISTS                                 | CEPA-PANEL                             | CEPA                          | DAVID HEWITT (202)<br>761-0289   |
| 1 MAR             | MICHAEL C.<br>ROBINSON AWARD  | CHOSEN FROM<br>AMONG THE<br>LOCKE L. MOUTON<br>AWARD WINNERS   | CEPA-PANEL                             | CEPA                          | DAVID HEWITT (202)<br>761-0289   |

| <b>DUE DATE *</b>                      | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b> | <b>POC INFO</b>                  |
|--|--|---|--|-------------------------------|----------------------------------|
| 30 MAR                                 | KEITH L. WARE<br>JOURNALISM AWARD  | ALL ARMY<br>COMMAND<br>INFORMATION<br>WRITERS, PHOTO-<br>GRAPHERS, AND<br>PUBLICATIONS                            | HQDA                                   | CEPA                          | DAVID HEWITT (202)<br>761-0289   |
| 30 MAR                                 | CHIEF OF ENGINEERS<br>HIRAM M.<br>CHITTENDEN AWARD<br>FOR INTERPRETIVE<br>EXCELLENCE     | USACE<br>DISTRICT/FOA<br>EMPLOYEES WHO<br>PERFORM<br>INTERPRETIVE<br>DUTIES                                       | HQUSACE                                | CECW-ON                       | STEVE AUSTIN<br>(202) 761-1940   |
| 31 MAR                                 | EMERGENCY<br>MANAGER OF THE<br>YEAR  | PROFESSIONALS<br>IN READINESS/<br>EMERGENCY<br>MANAGEMENT   | HQUSACE                                | CECW-OE                       | GEORGE GILMORE<br>(202) 761-4603 |
| 31 MAR                                 | RESPONDER OF THE<br>YEAR   | USACE<br>EMPLOYEES WHO<br>SUPPORTED<br>RESPONSE TO A<br>CIVIL DISASTER<br>DURING THE<br>PREVIOUS<br>CALENDAR YEAR | HQUSACE                                | CECW-OE                       | GEORGE GILMORE<br>(202) 761-4603 |
| 31 MAR                                 | AMERICAN SOCIETY<br>OF MILITARY<br>COMPTROLLERS<br>RESOURCE<br>MANAGEMENT<br>AWARD       | USACE<br>COMPTROLLERS   | DOD                                    | CERM                          | LINDA HAMM (202)<br>761-1962     |
| 1 APR<br>QUADRENNIAL<br>(95, 99, ETC.) | CHIEF OF ENGINEERS<br>ROGER HOELL<br>EXCELLENCE IN<br>STRUCTURAL<br>ENGINEERING<br>AWARD | USACE<br>STRUCTURAL<br>ENGINEERS  | HQUSACE                                | CEMP/CECW                     |                                  |
| 1 APR                                  | OUTSTANDING ARMY<br>EMPLOYEE OF THE<br>YEAR WITH A<br>DISABILITY                         | CIVILIAN<br>EMPLOYEES   | SEC ARMY                               | CEHR-D                        | NANCY STRAGAND<br>(202)761-0400  |
| 1 APR                                  | REAL ESTATE<br>SERVICE AWARD   | REAL ESTATE<br>EMPLOYEES  | HQUSACE                                | CERE                          | JOYCE GEBHARDT<br>(202)761-7426  |

| <b>DUE DATE *</b>                    | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL LEVEL/ SPONSOR</b>  | <b>RESPONSIBLE OFFICE</b> | <b>POC INFO</b>                |
|--------------------------------------|--|---|---------------------------------|---------------------------|--------------------------------|
| 1 APR                                | CHIEF OF ENGINEERS NATURAL RESOURCES MANAGEMENT EMPLOYEE OF THE YEAR | USACE NATURAL RESOURCE EMPLOYEES  | HQUSACE                         | CECW-ON                   | TIM TOPLISEK (202) 761-4691    |
| 1 APR                                | CHIEF OF ENGINEERS NATURAL RESOURCE MANAGEMENT PROJECT OF THE YEAR   | USACE NATURAL RESOURCE EMPLOYEES  | HQUSACE                         | CECW-ON                   | TIM TOPLISEK (202) 761-4691    |
| 1 APRIL                              | REAL ESTATE PROFESSIONAL OF THE YEAR                                 | REAL ESTATE EMPLOYEES   | HQUSACE                         | CERE                      | JOYCE GEBHARDT (202)761-7426   |
| 15 APRIL                             | AWARD FOR OUTSTANDING ACHIEVEMENT IN EQUAL EMPLOYMENT OPPORTUNITY    | CIVILIAN AND MILITARY EMPLOYEES   | SEC ARMY                        | CEEO                      | WANDA CHRISTIAN (202) 761-8706 |
| 15 APRIL                             | TEN OUTSTANDING YOUNG AMERICANS                                      | CIVILIAN AND MILITARY PERSONNEL BETWEEN 21 AND 39                       | U.S. JUNIOR CHAMBER OF COMMERCE | CEHR-D                    | NANCY STRAGAND (202)761-0400   |
| 15 APRIL                             | HERBERT ROBACK MEMORIAL AWARD  | NATIONAL CONTRACT MANAGEMENT ASSOCIATION (NCMA) MEMBERS AND NON-MEMBERS | NCMA NATIONAL OFFICE            | NCMA NATIONAL OFFICE      |                                |
| 30 APR<br>BIENNIAL<br>(96, 98, ETC.) | DESIGN ENGINEER OF YEAR AWARD  | USACE ACTIVITIES  | HQUSACE                         | CECW-E/CEMP-E             |                                |
| 1 MAY                                | HISPANIC ENGINEER NATIONAL ACHIEVEMENT                               | CIVILIAN AND MILITARY EMPLOYEES   | HISPANIC ENGINEER MAGAZINE      | CEEO                      | WANDA CHRISTIAN (202) 761-8706 |

| <b>DUE DATE *</b> | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b>                  | <b>RESPONSIBLE<br/>OFFICE</b> | <b>POC INFO</b>                   |
|-------------------|--|---|---|-------------------------------|-----------------------------------|
| 1 MAY             | BLUE PENCIL AWARD  | WRITERS,<br>EDITORS,<br>DESIGNERS, AND<br>OTHER COMMUNI-<br>CATORS WHO<br>WORK FOR<br>FEDERAL, STATE,<br>AND COUNTY<br>GOVERNMENT<br>AGENCIES | NAGC  | CEIM/CEPA                     |                                   |
| 1 MAY             | GOLD SCREEN<br>COMPETITION<br>AWARD  | COMMUNICATORS<br>IN FEDERAL,<br>STATE AND LOCAL<br>GOVERNMENT   | NAGC  | CEIM/CEPA                     |                                   |
| 2 MAY             | ARMY EDITOR OF<br>THE YEAR   | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | SEC ARMY  | CEHR\CEIM                     |                                   |
| 2 MAY             | SECRETARY OF THE<br>ARMY AWARD FOR<br>PUBLICATIONS<br>IMPROVEMENTS                   | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | SEC ARMY  | CEHR\CEIM                     |                                   |
| 31 MAY            | SUGGESTER OF THE<br>YEAR   | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | SEC ARMY  | CERM                          | LINDA HAMM (202)<br>761-1962      |
| 1 JUNE            | WOMEN OF COLOR<br>TECHNOLOGY<br>AWARD  | WOMEN OF COLOR<br>IN FIELDS OF<br>SCIENCE,<br>TECHNOLOGY, OR<br>ENGINEERING   | BLACK AND<br>HISPANIC<br>ENGINEERING<br>MANAGERS        | CEEO                          | WANDA CHRISTIAN<br>(202) 761-8706 |
| 1 JUN             | LIEUTENANT<br>GENERAL JOHN W.<br>MORRIS CIVILIAN OF<br>THE YEAR                      | USACE CIVILIANS   | USACE/CORPS<br>OF ENGINEERS<br>HISTORICAL<br>FOUNDATION | CEHR-D                        | NANCY STRAGAND<br>(202)761-0400   |
| 15 JUNE           | CHIEF OF ENGINEERS<br>EEO TROPHY   | USACE ACTIVITIES  | HQUSACE   | CEEO                          | WANDA CHRISTIAN<br>(202) 761-8706 |
| 25 JUNE           | PROJECT DELIVERY<br>TEAM (PDT) AWARD   | PROJECT<br>DELIVERY TEAMS<br>IN USACE<br>DISTRICT<br>CENTERS  | HQUSACE   | CEMP-MP                       | DAVID LEE (202)<br>761-8944       |
| 28 JUNE           | SECRETARY OF THE<br>ARMY SMALL AND<br>DISADVANTAGED<br>BUSINESS<br>UTILIZATION AWARD | USACE SADB<br>OFFICES   | SEC ARMY  | CESB                          | BERNIE FORD<br>(202)761-8789      |

| <b>DUE DATE *</b> | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL LEVEL/ SPONSOR</b>  | <b>RESPONSIBLE OFFICE</b>   | <b>POC INFO</b>                |
|-------------------|--|---|---|---|--------------------------------|
| 30 JUNE           | GEICO PUBLIC SERVICE   | CAREER CIVILIAN EMPLOYEES   | GEICO PUBLIC SERVICE AWARDS SELECTION COMMITTEE   | CEHR-D  | NANCY STRAGAND (202)761-0400   |
| 1 AUG             | BLACK ENGINEER OF THE YEAR   | CIVILIAN AND MILITARY EMPLOYEES   | THE COUNCIL OF ENGINEERING DEANS OF THE HISTORICALLY BLACK COLLEGES AND UNIVERSITIES, MOBIL OIL, AND U.S. BLACK ENGINEER MAGAZINE | CEE0  | WANDA CHRISTIAN (202) 761-8706 |
| 13 AUG            | THE INTERNATIONAL PERSONNEL MANAGEMENT ASSOCIATION FEDERAL SECTION ALL STAR TEAM AWARD | ANY FEDERAL EMPLOYEE OR GROUP OF EMPLOYEES IN THE PERSONNEL MANAGEMENT CAREER FIELD | INTER-NATIONAL PERSONNEL MANAGEMENT ASSOCIATION   | CEHR  | NANCY STRAGAND (202)761-0400   |
| 14 AUG            | DIRECTOR'S AWARD FOR SPECIAL ACHIEVEMENT   | REAL ESTATE EMPLOYEES<br>* ALSO AWARDED IN FEBRUARY                                 | HQUSACE   | CERE  | JOYCE GEBHARDT (202)761-7426   |
| 15 AUG            | SENIOR EXECUTIVES ASSOCIATION EXECUTIVE EXCELLENCE AWARDS                              | MEMBERS OF THE SES  | HQDA  | CEHR-E  | TOM PETERS (202)761-1763       |
| 1 SEP             | ROGER W. JONES AWARD FOR EXECUTIVE LEADERSHIP  | CAREER FEDERAL EXECUTIVES   | ROGER W. JONES AWARD SELECTION COMMITTEE  | AMERICAN UNIVERSITY<br>CEHR-D   | NANCY STRAGAND (202)761-0400   |
| 30 SEP            | NATIONAL PUBLIC SERVICE AWARD  | CAREER CIVILIAN EMPLOYEES   | NATIONAL PUBLIC SERVICE AWARD COMMITTEE   | AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION/<br>NATIONAL ACADEMY OF PUBLIC ADMINISTRATION/ | ASPA (202)393-7878             |



| <b>DUE DATE *</b> | <b>AWARD</b>  | <b>ELIGIBILITY</b>  | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b>                 | <b>RESPONSIBLE<br/>OFFICE</b> | <b>POC INFO</b>                   |
|-------------------|---|---|--|-------------------------------|-----------------------------------|
| 15 OCT            | GEICO MILITARY<br>SERVICE AWARD   | MILITARY<br>ENLISTED<br>MEMBERS (E-4<br>THROUGH E-9)<br>WHO HAVE<br>CONTRIBUTED TO<br>MILITARY AND/OR<br>CIVILIAN<br>COMMUNITIES IN<br>DRUG AND<br>ALCOHOL<br>PREVENTION, FIRE<br>PREVENTION OR<br>ACCIDENT<br>PREVENTION | HQDA & GEICO   | CEHR-M                        |                                   |
| 15 OCT            | RESOURCE<br>MANAGEMENT<br>ANNUAL AWARD  | RESOURCE MGMT<br>EMPLOYEES  | HQDA   | CERM                          | LINDA HAMM (202)<br>761-1962      |
| 15 OCT            | MANPOWER & FORCE<br>MANAGEMENT<br>ANNUAL AWARD  | RESOURCE MGMT<br>EMPLOYEES  | HQDA   | CERM                          | LINDA HAMM (202)<br>761-1962      |
| 1 NOV             | FEDERAL ENGINEER<br>OF THE YEAR AWARD   | FEDERAL CIVILIAN<br>AND MILITARY<br>ENGINEERS AND<br>RECENT RETIREES  | NATIONAL<br>SOCIETY OF<br>PROFESSIONAL<br>ENGINEERS    | CEMP/CECW                     |                                   |
| 1 NOV             | FEDERAL<br>ENVIRONMENTAL<br>ENGINEER OF THE<br>YEAR   | FEDERAL CIVILIAN<br>AND MILITARY<br>ENGINEERS AND<br>RECENT RETIREES  | CONFERENCE OF<br>FEDERAL<br>ENVIRONMENTAL<br>ENGINEERS | CEMP/CECW                     |                                   |
| 1 NOV             | PRESIDENTIAL<br>RANKS OF<br>DISTINGUISHED/<br>MERITORIOUS<br>EXECUTIVES                               | CAREER SENIOR<br>EXECUTIVE<br>SERVICE<br>MEMBERS  | PRESIDENT OF<br>THE UNITED<br>STATES                   | CEHR-E                        | TOM PETERS<br>(202)761-1763       |
| 15 NOV            | WOMEN IN SCIENCE<br>AND ENGINEERING   | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | WISE, INC.   | CEEO                          | WANDA CHRISTIAN<br>(202) 761-8706 |
| 15 NOV            | HQUSACE SMALL<br>AND<br>DISADVANTAGED<br>BUSINESS<br>UTILIZATION (SADBU)<br>SPECIALIST OF THE<br>YEAR | USACE SADBU<br>SPECIALISTS  | HQUSACE  | CESB                          | BERNIE FORD<br>(202)761-8789      |

| <b>DUE DATE *</b> | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b>                        | <b>POC INFO</b>                   |
|-------------------|--|---|--|--|-----------------------------------|
| 22 NOV            | THE BLANCHE WHITE<br>MEMORIAL<br>FOUNDATION<br>ANNUAL AWARD                                    | NATIONAL<br>CONTRACT<br>MANAGEMENT<br>ASSOCIATION<br>(NCMA) MEMBERS<br>AT GRADE 0-4 OR<br>GS-13 OR BELOW<br>IN THE MILITARY<br>OR CIVIL SERVICE | NCMA NATIONAL<br>OFFICE                | NCMA NATIONAL<br>OFFICE                              |                                   |
| 30 NOV            | WOMEN IN SCIENCE<br>AND ENGINEERING  | WOMEN<br>SCIENTISTS AND<br>ENGINEERS  | WISE, INC                              | CCEO   | WANDA CHRISTIAN<br>(202) 761-8706 |
| 30 NOV            | ARTHUR S.<br>FLEMMING  | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | ARTHUR S.<br>FLEMMING<br>FOUNDATION    | DOWNTOWN<br>JAYCEES OF<br>WASHINGTON,<br>D.C./CEHR-D | NANCY STRAGAND<br>(202)761-0400   |
| 30 NOV            | SECRETARY OF THE<br>ARMY AWARD FOR<br>OUTSTANDING<br>ACHIEVEMENT IN<br>MATERIEL<br>ACQUISITION | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | SEC ARMY                               | CELD   |                                   |
| 1 DEC             | GALLERY OF<br>DISTINGUISHED<br>CIVILIAN EMPLOYEES  | RETIRED OR<br>DECEASED USACE<br>CIVILIANS   | HQUSACE                                | CEHEC-HR   | SHELIA DENT<br>(202)761-1885      |
| 15 DEC            | GENERAL DOUGLAS<br>MACARTHUR<br>LEADERSHIP AWARD   | LIEUTENANTS AND<br>CAPTAINS WHO<br>DEMONSTRATE<br>THE IDEALS FOR<br>WHICH GENERAL<br>MACARTHUR<br>STOOD   | GENERAL<br>MACARTHUR<br>FOUNDATION     | CEHR-M   |                                   |
| 15 DEC            | NICK HOGE AWARD<br>FOR PROFESSIONAL<br>DEVELOPMENT   | CIVILIAN AND<br>MILITARY<br>EMPLOYEES   | ASA(MRA)                               | CEHR-D   | NANCY STRAGAND<br>(202)761-0400   |
| 15 DEC            | COMMANDER'S<br>LOGISTICS<br>MANAGEMENT<br>EXCELLENCE AWARD                                     | USACE LOGISTICS<br>ORGANIZATIONS  | HQUSACE                                | CELD-ZX  |                                   |
| 15 DEC            | OUTSTANDING<br>LOGISTICIAN OF THE<br>YEAR AWARD  | USACE LOGISTICS<br>DIRECTORS/<br>CHIEFS   | HQUSACE                                | CELD-ZX  |                                   |

| <b>DUE DATE *</b> | <b>AWARD</b>   | <b>ELIGIBILITY</b>  | <b>APPROVAL<br/>LEVEL/<br/>SPONSOR</b> | <b>RESPONSIBLE<br/>OFFICE</b>                        | <b>POC INFO</b>              |
|-------------------|--|---|--|--|------------------------------|
| 15 DEC            | SECRETARY OF THE<br>ARMY<br><br>SMALL AND<br>DISADVANTAGED<br>BUSINESS<br>UTILIZATION (SADBU)<br>SPECIALIST OF THE<br>YEAR | WINNER OF THE<br>HQUSACE SADBU<br>SPECIALIST OF<br>THE YEAR AWARD | SEC ARMY                               | CESB   | BERNIE FORD<br>(202)761-8789 |
| 30 DEC            | WILLIAM A. JUMP  | CIVILIAN AND<br>MILITARY<br>EMPLOYEES                             | WILLIAM A. JUMP<br>COMMITTEE           | WILLIAM A. JUMP<br>MEMORIAL<br>FOUNDATION/<br>CEHR-D |                              |

*\* DATES ARE SUBJECT TO CHANGE, WITHOUT NOTICE, IN RESPONSE TO FLUCTUATIONS IN SPONSOR SUSPENSE DATES.*

15 July 2002

## APPENDIX E

## AWARDS HIERARCHY AND APPROVAL LEVELS CHART

| CIVILIAN AWARD                              | APPROVAL LEVEL  | MILITARY AWARD              | APPROVAL LEVEL                  |
|---|---|-----------------------------|---------------------------------|
| Decoration for Exceptional Civilian Service | Secretary of the Army   | Distinguished Service Medal | Chief of Staff of the Army      |
| Meritorious Civilian Service Award          | Commander, USACE  | Legion of Merit             | Commander USACE                 |
| Superior Civilian Service                   | Commander Northwestern Division                                 | Meritorious Service Medal   | Commander Northwestern Division |
| Commander's Award for Service               | Commander Northwestern Division                                 | Army Commendation Medal     | Commander Northwestern Division |
| Achievement Medal for Civilian Service      | Commander Northwestern Division                                 | Army Achievement Medal      | Commander Northwestern Division |
| Certificate of Achievement                  | Commander Northwestern Division may be redelegated to directors | Certificate of Achievement  | Commander Northwestern Division |
| Civilian Award for Humanitarian service     | Commander, USACE  | Humanitarian Service Medal  | US Total Army Personnel Command |

APPENDIX F

NOMINATION FOR GALLERY OF DISTINGUISHED CIVILIAN EMPLOYEES

MEMORANDUM FOR Chair, Incentive Awards Committee

SUBJECT: Nomination for HQNWD Gallery of Distinguished Civilian Employees

NAME OF NOMINEE:

APPROXIMATE DATE OF EMPLOYEE'S RETIREMENT OR DEATH:

POSITION HELD AT TIME OF RETIREMENT OR DEATH:

TOTAL YEARS FEDERAL SERVICE, INCLUDING MILITARY (INCLUDE DATES WHEN POSSIBLE):

TOTAL YEARS CORPS EXPERIENCE (INCLUDE DATES WHEN POSSIBLE):

SIGNIFICANT AWARDS RECEIVED:

NOMINEE IS/WAS MARRIED OR SINGLE? SPOUSE'S NAME (IF KNOWN) AND  
PRESENT ADDRESS:

INSERT BELOW A NARRATIVE ACCOUNT OF THE REASONS THE NOMINEE IS  
CONSIDERED WORTHY OF THE RECOGNITION, CONTINUING ON ADDITIONAL  
SHEETS AS NECESSARY.

SIGNATURE OF NOMINATING OFFICIAL.